

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

Volume 11, Number 1

April 2006

Government Procurement Connections 2006 *Small Business Contracting Fair*

Small businesses and individuals interested in learning how to do business with the federal, state, county, and city governments should plan to attend Government Procurement Connections 2006 (GPC 2006). This year's intergovernmental contracting fair will be held on April 3rd and April 4th, 2006. By attending GPC 2006, participants will have the opportunity to:

- network with government and business professionals;
- learn how to do business with the government;
- present their business to government agencies, prime contractors, and other businesses;
- attend a variety of workshops; and
- meet decision makers in face-to-face sessions.



The theme for GPC 2006 is "Plug in to GPC...Impact a City, State, and Nation Through Economic Development." The event is the result of the efforts of numerous governmental and business entities.

GPC 2006's scheduled events promise to provide a tremendous amount of networking and educational opportunities for the participants.

- On Monday, April 3rd, there will be a **GPC IT/Communications Forum**. This forum will inform small, minority, and women business owners about IT and Communications related contracting opportunities within the City of Houston, the Metropolitan Transit Authority, the Houston Community College System, and the Port of Houston Authority. Major manufacturers will also be in attendance. The forum will take place in Room 302 of the George R. Brown Convention Center (GRBCC) from 9:00 a.m. to 12:00 noon.
- On Monday, April 3rd, there will be a **GPC Hard Hat Forum**. This networking event will allow primes and subs to learn about contracting opportunities with the sponsoring agencies, from key officials/personnel, and to network with potential small and MWDBE subcontracting partners. The forum will take place in Room 302 of the GRBCC from 1:00 p.m. to 4:00 p.m.
- On Tuesday, April 4th, **GPC will feature exhibitor booths, face-to-face sessions, an awards luncheon, and workshops** at the George R. Brown Convention Center. (Workshop topics and times are listed on page 4 of this edition of *The Source*.)

To learn more about GPC 2006, please visit the GPC web site at www.houstongpc.com or call 713.837.9000. You can register for the event online at this web site. Individual tickets for the awards luncheon on April 4th may be purchased for \$60. The keynote speaker for the luncheon is entrepreneur Farrah Gray. If you are a person with a disability and need a reasonable accommodation, please call 713.837.9000 (Relay Texas 1.800.735.2989 or 7.1.1).

Make sure and mark your calendars for April 3rd and 4th. GPC 2006 is a premiere intergovernmental contracting event that you will not want to miss!

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From the Director ~

The Mayor's Office of Affirmative Action and Contract Compliance has been very busy over the last few months. In December, we had 41 individuals graduate from the eight session, "Fundamentals of Managing a Construction Company" training series. In December, we hosted an Architectural and Engineering Forum with the Convention and Entertainment Facilities (CEF) Department. We co-hosted the Housing and Community Development (HCD) Department Contracting Opportunities Forum in February with the HCD and CEF Departments. We also held our fourth annual "Legal Issues affecting Small Businesses" training series in February. During this time period our office has additionally worked on setting new airport concessionaire DBE goals, new prevailing wage rates, and new EPA program goals.

We are now at the threshold of two additional events that I would like to encourage you to attend. The first event is the 2006 Small Contractors Training Series. This is the third year that the series has been held. The twelve session series was designed to provide contractors with first hand information on what prime contractors want, need, and expect, as well as management and technical training to enhance their knowledge. The series begins on March 29, 2006 and ends on June 13, 2006. A certificate of completion will be awarded to individuals that attend nine of the twelve sessions.

On April 3-4, 2006, Government Procurement Connections (GPC) 2006, an intergovernmental contracting event, will be held at the George R. Brown Convention Center. GPC 2006 is packed with educational and networking opportunities for business owners. There will be exhibitors' booths, workshops, face-to-face sessions, an awards luncheon, a Hard Hat Forum, and IT/Communications Forum. Please check out the GPC web site (www.houstongpc.com) and this issue of *The Source* for more details about GPC 2006.

I look forward to seeing you at these exciting events.

Director

News Briefs

City Adopts Federal Davis Bacon Prevailing Wage Rates for City Projects

In February 2006, the City of Houston adopted the federal Davis Bacon prevailing wage rates for City projects. The new building and engineering prevailing wage rates should appear in future City construction contracts.

"How to do Business with the City of Houston" Seminar

Each quarter, the City of Houston offers the "How to do Business with the City of Houston" seminar for business owners wanting to learn the ins and outs of doing business with the City. The next seminar will be held on Tuesday, May 2, 2006 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #1. Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department's Strategic Purchasing Division, will conduct the class.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.



2006 Small Contractors Training Series

The City of Houston's Affirmative Action and Contract Compliance Division, in partnership with the Houston Chapter of the Associated General Contractors (AGC), the Houston Contractors Association, the Houston Independent School District, the Port of Houston Authority, METRO, the Alliance of Minority Contractors of Houston, Grijalva & Allen, PC, the Houston Minority Business Development Center, and the Houston Community College System Small Business Development Program, will be sponsoring a twelve session Small Contractors Training Series starting March 29, 2006. The curriculum for the series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training to enhance their knowledge in this evolving industry.

This is the third year that the series has been offered. The workshops will be held once a week beginning on March 29th and ending on June 13th, from 4:00 p.m. to 6:00 p.m., at the AGC office located at 3825 Dacoma St., Houston, Texas 77092. This year, there will also be time allotted for networking prior to each workshop from 3:30 p.m. to 4:00 p.m. June 19th will be scheduled as a make up day in the event that weather conditions require the rescheduling of any of the workshops. Seating is limited, therefore, registration priority will be given to construction industry related businesses. Additionally, first time participants will be given registration priority over those who have previously attended the series.

Individuals who complete at least nine of the twelve workshops will receive a certificate of completion. A graduation and networking event will be held on June 27th at the AGC office in which the certificates will be awarded and the participants will have the opportunity to network with other contractors. There will be no charge for the training series.

All twelve sessions are scheduled from 3:30 p.m. to 6:00 p.m. (3:30 p.m. to 4:00 p.m. for networking and 4:00 p.m. to 6:00 p.m. for the workshop program). The dates and days of the sessions and the topics to be discussed are:

Wednesday, March 29th Session 1 – Construction Industry Overview

- Overview of How the Construction Industry Works
- What Prime Contractors Look for, Need, and Expect
- How One Small Business Owner has been Successful at Getting Work
- Resources for Finding Work

Wednesday, April 5th Session 2 – The Pre-Bid Preparation Phase – Part 1

- Identifying your Niche (developing a marketing piece) and Networking
- Setting up Cash Flow Management Systems and Understanding Payment Terms

Tuesday, April 11th Session 3 – The Pre-Bid Preparation Phase – Part 2

- Obtaining Insurance and Bonding
- OCIP / CCIP

Tuesday, April 18th Session 4 – The Bid is Out – Part 1

- Delivery Systems
- Plans, Specs, Scope of Work
- Accessing Contracting Opportunities
- Pre-bid Conferences
- Communicating with Prime Contractors / Networking

Tuesday, April 25th Session 5 – The Bid is Out – Part 2

The objectives of this session are to help small contractors identify hidden costs and know what questions to ask.

- Prevailing Wage
- Sales Tax
- Bidding
- Pay Terms
- Warranties
- OSHA/Safety Requirements

Monday, May 1st Session 6 – The Bid is Out – Part 3

- Estimating, including Staffing

Tuesday, May 9th Session 7 – The Project is Awarded – Part 1

- Contract Law
- Lien Laws
- Contracts / Subcontracts

Monday, May 15th Session 8 – The Project is Awarded – Part 2

- Project Management / Scheduling
- Record Keeping
- Communication

Thursday, May 25th Session 9 – The Project is Awarded – Part 3

- Cash Flow
- Requests for Payment

Tuesday, May 30th Session 10 – The Project is Awarded – Part 4

- OSHA Safety
- Environmental Issues

Monday, June 5th Session 11 – Employment / HR Issues

- Hiring, Firing, I-9s, FLSA, Record Keeping Requirements, etc.

Tuesday, June 13th Session 12 – Filing Payment Bond Claims

Monday, June 19th Rain Day – if necessary

Tuesday, June 27th Final Session – Graduation and Meet the Contractors Night



See Small Contractors Training on page 6.

Government Procurement Connections 2006

“Plug In...For Economic Development”

Workshops & Descriptions

1. How to do Business with the Government (Federal, State, and Local) - 9:00-10:15 a.m. (Full – See Workshop # 10)

The collective government agencies are the world's largest customer. Learn how to maximize your chances of securing contract opportunities.

- Things you need to know to successfully do business with the government
- Learn about P Card transactions from the City of Houston
- Learn how certifications can help grow your business

2. International Business Opportunities - 9:00-10:15 a.m.

International trade is one of the hottest industries of the new millennium. Trade exists because one group or country has a supply of some commodity or merchandise that is in demand by another. Learn how to tap into this growing industry.

- Keys to running a successful import /export business
- Learn about regulations that could effect doing business with other countries

3. Catering Business – How to make it Work - 9:00-10:15 a.m.

Successfully running a small catering business takes much more than a passion for cooking and a knack for preparing tasty dishes. Learn how to run a profitable catering business.

- How to attract clients
- Safer Food - Better Business
- Form alliances with other event/special occasion service companies to increase your capacity

4. How to Grow your Real Estate Business - 9:00-10:15 a.m.

If you are just starting your business or looking to diversify your services, this workshop will address questions you have regarding this industry - present and future.

- The only way left for the “Little Guy” to make big money in real estate
- How to diversify your services and increase your revenue

5. Barriers to Growth - 10:15-11:30 a.m.

Small businesses contribute significantly to the national economy. They are major sources of economic growth, employment, income, trade, commerce and entrepreneurship. The challenges and barriers facing small business are many. This workshop's objective is to help minimize these barriers to empower small businesses.

- Bonding A-Z
- How your credit can affect your business's growth
- How to increase your resources and pursue larger contracts
- Measuring your company's performance

6. Educational Institute - Business & Workforce Alliance - 10:15-11:30 a.m.

From this workshop, you will learn how to identify opportunities and resources you can use by forming a working alliance with community, state, and national educational entities.

- “Thinking Outside the Box ” - finding opportunities with educational institutes
- How to use educational resources to strengthen your workforce

7. Opportunities in the Health Care Industry - 10:15-11:30 a.m.

If your business is selling products, building facilities, or providing IT services, there are many opportunities in the health care industry. Learn what is on the horizon for an industry that is projected to grow at a rapid rate.

- Keys to selling your product and services to the largest medical center in the world
- Home Care – A blooming business

GPC Workshops & Descriptions

continued from page 4

8. How to do Business in the Oil & Gas and Energy Industries - 10:15-11:30 a.m.

This workshop will focus on doing business in an ever-changing industry. Would you like information on owning a franchise? Attend this workshop and learn more.

- How to find opportunities in an ever-changing industry
- Regulations that could effect your business
- How you can own a franchised energy company

9. Transportation... Driving the Economy and Small Business Growth - 10:15-11:30 a.m.

There are more than one billion dollars worth of opportunities being forecasted for the various transportation entities in the city of Houston and the State of Texas. Want to learn what they are? Attend this workshop and see what you need to know to successfully bid on these contracts.

- How to position your business to pursue contract opportunities
- Upcoming forecast for projects, state projects and national projects
- Preparing successful bids when targeting transportation related entities

10. Doing Business with the Government...Small Business Success Stories - 9:00-10:15 a.m.

This workshop will feature small businesses that are successfully doing business with various government agencies. Learn first hand: "Keys to successfully getting contracts with the government."

- Successfully doing business with local government agencies
- Successfully doing business with state government agencies
- Successfully doing business with national government agencies

Legal Issues affecting Small Businesses Training Series

During February, the City of Houston's Affirmative Action and Contract Compliance Office and Houston Business Development, Inc. sponsored a three-session training series entitled, "Legal Issues affecting Small Businesses." Attorney J. Goodwille Pierre and Attorney Shahara Wright conducted the training program. The series was held at the Business and Technology Center (Palm Center) at 5330 Griggs.

This is the fourth year that the City has sponsored the training series. The topics covered were:

- Business Law: 101
- Intellectual Property
- Strategic Alliances

Individuals who completed all three of the classes received a certificate of completion for the training series. Certificate recipients were:



Mario Avila
Aurelio Cortes
Dennis Brantley

Reginald J. Frank
Michelle Jones
Pamela McCarthy

Willie Mitchell
Doris F. Scott
Spencer Tsui
Scottie Trevino

Construction Management Training Series Recognizes Graduates

During October, November, and December 2005, the City of Houston's Affirmative Action and Contract Compliance Office, the Turner Construction Company, and Houston Business Development Inc. sponsored an eight-session comprehensive training series on the "Fundamentals of Managing a Construction Company." The series was held at the Business and Technology Center (Palm Center) at 5330 Griggs. The series concluded on December 13th with a graduation ceremony. Individuals that attended at least six of the eight training sessions received a certificate at the graduation. At the December 13th ceremony, Velma Laws, Director of the Mayor's Office of Affirmative Action and Contract Compliance, presented George Key, Community Affairs Director of the Houston Business Unit of the Turner Construction Company, with a proclamation from Mayor Bill White proclaiming December 13th as Construction Management Training Day.

This was the eleventh year that the City of Houston has teamed up with the Turner Construction Company to offer this program. The curriculum for the series was designed to enhance the technical and managerial skills of small contractors and entrepreneurs in the construction industry. The topics discussed during the series were: Developing a Business Plan; Estimating and Bidding; Purchasing and Contracts; Bonding and Insurance; Establishing and Managing Credit; Safety; Project Management/Scheduling; and Sales/Marketing. On the final evening of the series, several speakers provided "how to do business" information to the participants.

Congratulations to the graduates of the 2005 "Fundamentals of Managing a Construction Company" Training Series:



Gregory August
Kathy Bingham
Kevin Brown
Walter Bryant
Jerry Burley
Steve Carrington
Jesse Celedon
Rena Cyphers
David Danso
Rogers Delaney
Mack Prince Deshay
David Victor Flores
Roger Foster
Elizabeth Frazier
Michael Frazier
Natielia N. Hall
Wiley Harris
Steve Henning
Kimberly Hughes
Leroy Johnson
Michelle Jones

Keith Lanier
Joseph Lee
Gary McGuire
Johnny Mendoza
Johnnie Moore
Brenda Nicholas
Brica Ragster
Guillermo Reyes
Maxine Robinson
Bernardo Salinas
Theresa Schultze
Paulette Simmons
Troy Stevens
Eddie Taylor
Stephanie Taylor
Purushottam Tejani
DeVerg'e Trott
Lillian Vaughner
Sharon P. Whitley
Dr. Raymond Youngblood Jr.

Small Contractors Training continued from page 3

For more information, to register, or if you are a person with a disability and need a reasonable accommodation, call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7-1-1). We cannot ensure the availability of appropriate accommodation without prior notification. You may also e-mail your registration by sending your name, your company's name, your address, your telephone number, the type of business you have, and a

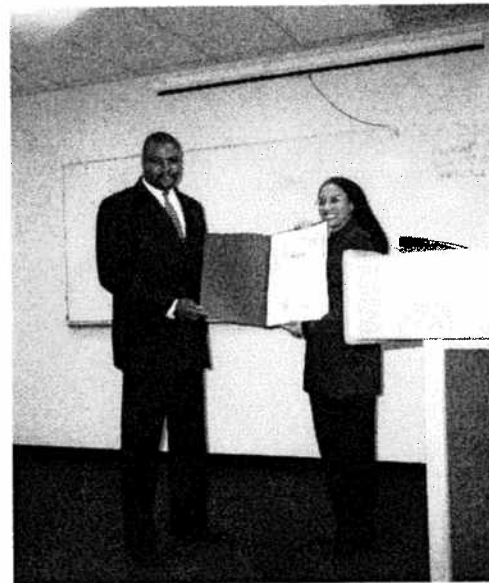
notation indicating whether or not your business is construction industry related, to juan.padilla@cityofhouston.net. Please call in or e-mail your registration information as soon as possible because seating is limited. Registration priority will be given to construction industry related businesses. Additionally, first time participants will be given registration priority over those who have previously attended the series.

Fundamentals of Managing a Construction Company Training Series Graduation



Certificates were presented to participants that attended six of the eight training sessions.

Velma Laws presents George Key of
Turner Construction with a proclamation
from Mayor Bill White proclaiming
December 13th as Construction
Management Training Day.



Graduating class of the 2005 Fundamentals of Managing a Construction Company Training Series.

Don't miss these upcoming events...

Government Procurement Connections 2006

April 3-4, 2006
at the George R. Brown
Convention Center
1001 Avenida de las Americas
Houston, TX 77010

2006 Small Contractors Training Series

March 29, April 5, 11, 18, 25, May 1, 9, 15,
25, 30, June 5, 13, and 27, 2006
3:30 p.m. to 6:00 p.m.
3825 Dacoma St.
Houston, TX 77092

How to do Business with the City of Houston

May 2, 2006
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #2
Houston, TX 77002

How to Package a Successful Bid

June 20, 2006
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #2
Houston, TX 77002

City of Houston
Affirmative Action and Contract Compliance
611 Walker, 7th Floor
Houston, TX 77002

Check Out The Source!

City of Houston

611 Walker, 7th floor, Houston, Texas 77002 713.837.9000
Affirmative Action and Contract Compliance Division
Velma Laws, Director

Upcoming Seminars

2006 Small Contractors Training Series

March 29, April 5, 11, 18, 25, May 1, 9,
15, 25, 30, June 5, 13, and 27, 2006

The curriculum for the series has been designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as management and technical training to enhance their knowledge in this industry. The 12-session series includes:
Session 1 – Construction Industry Overview;
Session 2 – The Pre-Bid Preparation Phase (Part 1); Session 3 – The Pre-Bid Preparation Phase (Part 2); Session 4 – The Bid is Out (Part 1); Session 5 – The Bid is Out (Part 2); Session 6 – The Bid is Out (Part 3); Session 7 – The Project is Awarded (Part 1); Session 8 – The Project is Awarded (Part 2); Session 9 – The Project is Awarded (Part 3); Session 10 – The Project is Awarded (Part 4); Session 11 – Employment / HR Issues; and Session 12 – How to File a Payment Bond.

How to do Business with the City

May 2, 2006
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #1
Houston, TX 77002

Learn the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, and engineering services.

How to Prepare a Successful Bid

June 20, 2006
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #1
Houston, TX 77002

Explore the components of a bid package for the City of Houston and discover how to successfully prepare your City bid.

FAX this response form to 713.837.9053 to reserve your seat today!

Yes, I will attend the following events:

_____ 2006 Small Contractors Training Series

_____ How to do Business with the City

_____ How to Package a Successful Bid

Name _____
Company _____
Address _____
City/State/Zip _____
Phone _____
E-mail Address _____

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.

"How to Prepare a Successful Bid" Seminar

The "How to Prepare a Successful Bid" seminar is conducted each quarter for business owners who would like to learn about the components of a bid package for the City and want to discover how to successfully prepare a City bid. This quarter, the seminar will be held on Tuesday, June 20, 2006 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room # 2.

Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department's Strategic Purchasing Division, will conduct the class. DuRousseau will talk to the participants about how they can find out about bid opportunities and he will cover what they need to do to prepare a City bid.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.

In Case You Missed It...

Housing and Community Development Contracting Opportunities Forum

The City of Houston's Housing and Community Development Department, the Mayor's Office of Affirmative Action and Contract Compliance, and the City's Convention and Entertainment Facilities Department sponsored the Housing and Community Development Contracting Opportunities Forum on February 28th at the George R. Brown Convention Center.

The Forum provided contractors with an overview of the Housing and Community Development Department, including information about the various types of construction programs handled by the department. Following the presentation, there was an opportunity for the attendees to network with representatives from the City and with other business owners.



Editorial Staff Information

The Source for S/M/W/DBE News is published by the Mayor's Office of Affirmative Action and Contract Compliance

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